## **Annual Collection Letter**

The court can mail, using mass mail merge, a collection letter to people owing money to the court. A mail merge is programmed in the computer and a letter is generated (see letter enclosed).

## The process is as follows:

- 1. Timing March or April to coincide with State and Federal tax returns
- 2. Mail merge is sent to people that have an FCJ or bench warrant issued for non-payment.
- 3. Annual costs run between \$900 to \$1,000 for paper, envelopes, stamps and staff overtime.
- 4. There is an average of a 25-30% return rate due to bad addresses in the court's data base. Address checks can be run using SOS or Accurint.
- 5. Annual revenue generated from this program has run from \$5,500 to \$33,000 per year (the program is cost effective).
- 6. You should have a mechanism to flag the case ROA with a code that indicates this collection letter was mailed. This ROA code is useful if you want to generate a report, flag the case to not send a letter the following year, or make an address correction and then resend letters to those defendants where you changed the address.

## **Consideration Points:**

- 1. Staff time commitment to generate first mailing
- 2. Staff time commitment to search for updated addresses and enter that data in the computer.
- 3. Added costs for second mailing.

STATE OF MICHIGAN

IN LEE 46TH CIRCUIT TRL.CT.-DIS..DIV.

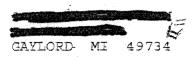
OTSEGO COUNTY

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ORI Court Address
MI690015J 800 LIVINGSTON, SUITE 1C, GAYLORD, MI 49735

Telephone 989-732-6486

www.circuit46.org



Case No: 99- 20427-0I-3
Date of Birth:

SSN:

FAIL TO COMPLY WITH JUDGMENT

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A COURT ORDER was issued suspending your driving privileges. This COURT ORDER was issued because you failed to pay fines/costs as ordered, or you failed to appear in court as directed. A Bench Warrant may be issued for your arrest.

This suspension order has been entered into the law enforcement computer system (LEIN). If a law enforcement officer stops you, you will be arrested and lodged in jail and/or transported back to this court.

To avoid being arrested, you could contact the court immediately. If satisfactory arrangements are made with the court, a judge or magistrate will issue a clearance card and your driving privileges will be restored. If an arrest warrant was also issued, a judge may order contempt.

When calling the court division, or when posting bond at a sheriff department, please refer to the CASE NUMBER listed at the top of this form.

If you do nothing, the suspension order and/or arrest warrant will remain active and you will be arrested. There are no sentence agreements implied by this letter.

PLEASE NOTE: Discussing this matter with the court staff will not result in the Suspension Order or Bench Warrant being dismissed. You MUST either (1) pay all fines/costs ordered in full, or (2) post bond and appear' before a judge.

YOU SHOULD GIVE THIS MATTER YOUR IMMEDIATE ATTENTION.

Bench Warrant/Suspension Order Division

Grayling Division: 989-344-3240
Kalkaska Warrant Division: 231-258-9031
Gaylord Warrant Division: 989-732-6487